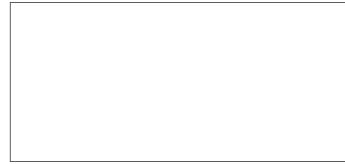


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LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 23 MAY 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. Headquarters Logistics Notes: On 22 May 1984 the Logistics Services Division, OL, distributed to the area logistics officers at Headquarters Building as well as at the outlying buildings the first of a series of notes entitled Headquarters Logistics Notes. They will cover a broad range of topics which affect employees working at Headquarters Building, are intended to be informal, and are not for the purpose of establishing policy. Comments and suggestions were requested from recipients.

b. Exhibit Hall - Fine Arts Commission: Go For Broke, the National Nisei Veterans Organization, has consented to extend the loan period for the Asian/Pacific American Heritage exhibit. The photographic collection will now be displayed until 29 June.

c. Chair Study: On 16 May the Interior Design Consultant escorted two officers from the Information Management Staff, DO, to eight manufacturers' showrooms for the purpose of identifying those chairs which most closely match the requirement set forth in the study of chairs conducted by the Psychological Services Division, Office of Medical Services. Four models are of particular interest, and arrangements are being made to borrow them for user testing.

d. Planter Barricades: The planter barricades were placed at the Southwest Entrance to the Headquarters Building on Friday, 18 May. The Architectural Design Staff is currently trying to contact the GSA landscape architect to arrange for a visit and consultation on the types of plantings to be used in the planters.

e. Reconfiguration of Parking Lots: On Thursday, Friday, and Saturday, 17 through 19 May, the Carrier Maintenance Section, with assistance from personnel of the Space Maintenance and Facilities Branch, reconfigured the Headquarters parking lots. To accomplish the reconfiguration, 50 new signposts were installed, 48 new signs were mounted, 96 existing signs were relocated or removed, and 48 spaces in West Lot were restriped. On Sunday, 20 May, 233 parking spaces in North and South Lots were renumbered.

f. Ramp for the Handicapped: Zancon, the contractor for Charles E. Smith, will begin to install a ramp for the handicapped in the Key Building garage on 22 May 1984.

g. Renovations at Headquarters Building: The Sheetmetal Shop was authorized overtime and started on 21 May to expedite the fabrication and installation of window grills for the 7C Corridor for the Comptroller, DCI. The telephone company has completed the pulling of nonsecure cables, and Page Communications is in the process of drilling and pulling cables for the secure phones. All cables for Wangs and Delta Data terminals have been installed. After secure phone lines have been installed, the next step will be to have the area cleaned in preparation for the installation of carpet.

The Electric Shop has completed the installation of power and telephone outlets in Room 1E-4808 for the Planning and Management Staff, DDI. This job has now been completed.

Painting of Rooms 1E-4810/4822 and electrical work in the area have been finished, completing this job for the Office of Current Reference, DDI.

### III. Significant Events Anticipated During the Coming Week:

No items this reporting period.



Chief  
Logistics Services Division, OL